



**DEPARTMENT OF MINES AND ENERGY**

**Geological Survey of Queensland**

**QDEX**

**Queensland Digital Exploration Reports System**

**Guidelines for the Submission of Digital Company Reports**

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# 1 Introduction

With the implementation of **QDEX** (Queensland Digital EXploration reports system), submission of reports on exploration activity became much easier. From January 1<sup>st</sup> 2004, The Department of Mines and Energy has required all reports to be submitted in digital form. **QDEX** has been designed to make this a quick and straightforward process.

These reports form a vital part of the exploration database maintained and made publicly available by the Department. **QDEX** not only facilitates the submission of reports, but also makes access to them much easier, via the Internet. All reports become publicly available ('open file") via **QDEX** once any specified period of confidentiality expires. This varies with the type of report and tenure, and whether or not there are subsequent tenures for the same area - see section on Confidentiality below.

These reporting requirements relate to reports that are added to the QDEX system and include all mineral exploration, petroleum exploration reports, petroleum well, seismic survey or airborne geophysical survey, mineral development licences, Petroleum Lease, and Petroleum Pipeline Licences reports and some other exploration related reporting. Aerial Geophysical Survey Data should be submitted separately and sent to a separate area of the Department.

Reports must meet the standards set out here in terms of both content and file formats. The standards are established to ensure that subsequent explorers can use the reports to assess prospects for mineral or hydrocarbon discovery, and that they are not forced into unnecessary expenditure to repeat investigations because they have been inadequately documented. Adherence to these requirements will contribute to the development of comprehensive National databases of mineral and hydrocarbon prospects. In more practical terms, report assessment will be simplified, and the standards will ensure that data can be stored and maintained for their future availability to the exploration industry.

**Reports that do not meet these standards will not be accepted.**

## 2 Confidentiality

Reports and data are required in order that the Department can build up comprehensive databases of exploration data, and make those databases available to the exploration industry. However, reports and data remain confidential under certain circumstances and these are as follows.

### ***2.1 Mineral exploration reports***

Reports remain confidential during the currency of the tenure for which they are submitted, with the exception of partial relinquishment reports, which become open file immediately. The confidentiality of reports is retained if subsequent tenure is granted (e.g. Mineral Development Licence or Mining Lease), and these reports remain confidential until this subsequent tenure is surrendered or expired.

## 2.2 Petroleum exploration reports

Details of confidentiality periods for various reports and data are contained in s35 of the Petroleum Regulation 2004 (for tenures under the Petroleum Act 1923) ([link](#)) and s51 of the Petroleum and Gas (Production and Safety) Regulation 2004 for tenures under that Act ([link](#)). The provisions in each are essentially the same. In summary:

- Annual report – Authority to Prospect: 2 years from last date of period reported
- Well proposal report: 5 years from required lodgement date
- Well completion report – appraisal/exploration well: 2 years from required lodgement date
- Well Abandonment report – appraisal/exploration well: 2 years from required lodgement date
- Well Abandonment report – development well: 5 years from required lodgement date.
- Well completion report – development well: 5 years from required lodgement date
- Seismic survey or other scientific/technical report: 2 years from required lodgement date

There is no confidentiality period for reports other than those mentioned above.

## 3 Submission of Reports

All reports must be submitted via the QDEX system. Report content and sequence should follow those shown in [section 7](#) (mineral and coal related reports) and [section 8](#) (petroleum related reports) below.

QDEX allows the submission of reports via the web interface if all the files forming the report components are less than 15mb in size each. Where a whole report is no more than a total of 15mb in size it can be submitted as a single PDF file incorporating embedded tables, plans and images. Raw geophysical data is not lodged through QDEX; this is sent to GSQ or EDC.

Reports containing components larger than 15mb in size must be submitted on DVD or CD-ROM. Exceptions are large volumes of e.g. seismic and other geophysical survey data. If file size precludes the use of CD-ROM, other appropriate media may be used, (prefer DVD or IBM 3590 tapes for seismic data).

In all cases, metadata describing the content and components of the report are entered via the **QDEX** web interface. Keywords upon which retrieval of reports will be based are added at this stage. A separate *Lodgers' User Guide* is available to registered QDEX users under the "Help" menu in QDEX.

## 4 Digital Formats

The file formats for submission of reports and associated data are substantially those agreed by GGIPAC and adopted by all States and Territories.

Report components (as opposed to associated data) must be submitted in the following formats:

## 4.1 Report component formats

Data Type	Description	Format	Parameter	Suffix
<b>Text</b>	Includes documents, figures etc normally provided in hardcopy	PDF *	Normal+, embedded fonts, no security	.pdf
<b>Tabular data*</b>	Geochemistry, drill log data and surveying data	Delimited ASCII	Prefer TAB delimited	.txt
<b>Maps, plans and figures (not included in text)</b>	Geological maps, geochemical sample location maps, figures etc	TIFF JPEG PDF	TIFF- Monochrome (1bit) CCITT Group 4 format  <b>JPEG - TRUE COLOUR 24BIT WITH A QUALITY FACTOR OF AROUND 90</b>	.pdf .tif .jpg
<b>Photographs (not included in text)</b>	Core photographs, aerial photographs etc	JPG		.jpg

+ PDF files should be created from the original plot file where possible and a scaling factor included for plots greater than 1143mm in length. See separate *Company report creation guide* for guidance on creating PDF files (see "Help" tab on QDEX home page) (link).

\* Where several related database files cover one theme (e.g. surveying data, drill logs, geochemistry, look-up tables etc.) tabular data should be submitted in a **zip file** containing all relevant files.

## 4.2 Text

The text component of the report should be provided in Adobe Acrobat Portable Document format (PDF). This should include the title page, contents list, summary, introduction, body of text, results, conclusions, references and any embedded figures and tables.

The entire report can be submitted as a single PDF file if file size <15Mb and data types permit.

## 4.3 Tabular data

Tabular data (essentially point related data) should be submitted as tab delimited (preferred) or comma delimited American Standard Code for Integer Interchange (ASCII) files.

## 4.4 Maps, plans and images

Maps and plans should be submitted as PDF, Joint Photographic Group (JPEG or JPG) or Tagged Image File (TIFF or TIF) files. Smaller graphics embedded in the text of the report can be included in the text PDF file. The colour and spatial data of the original map or plan should be maintained. Resolution should be 300 dpi or better.

Larger maps and plans should be submitted as JPEG or TIFF files. TIFF is preferred for line work, JPEG for work with subtle gradations of colour or shade.

TIFF files must be Monochrome (1bit) CCITT Group 4 format NOT striped tiffs or 2d fax or any other type of tiff image. If they are scanned they should be scanned at only 200dpi.

JPG files are most commonly used for colour images and must be 300dpi or better. JPEG files must be in the file format "JPEG File Interchange Format" "True Colour 24bit" with a JPEG Quality Factor of around 90.

## 4.5 Other data types

It is recognised that there are data types that will be associated with reports for which other formats are more appropriate. Data in the formats listed below will be accepted for submission to QDEX in a **Zip file format (.zip)** and associated with the component type called "**Geoscience Data**". These other data types must not be used to replace the reporting, map and figure creation requirements. Zip files are not to be used for joining several PDF files (figures) in lieu of submitting them in separate components.

Data Type	Description	Accepted File Formats submitted as .zip, .jpg or .pdf	Parameter
<b>Geo-referenced polygons lines and points (primary datasets) #</b>	GIS datasets	ArcInfo export, ArcView shapefile, MapInfo mid/mif	
<b>Geo-referenced polygons lines and points (derived datasets) #</b>	GIS datasets	ArcInfo export, ArcView shapefile, MapInfo mid/mif	
<b>Geophysical Data (other than seismic)</b>	Raw and processed located data, gridded data, magnetics, radiometrics, DTM and gravity data	ASEG GDF2 ASEG GXF ER Mapper grid (ER Mapper compatible data file)	
<b>Geophysical and other remotely sensed images</b>	Data and Images derived from geophysical / remote sensing surveys e.g. TMI, Bouguer, radiometrics,	GEOTIFF (colour) JPEG (Georeferenced) GIF PDF EPS Compressed ER Mapper (.ecw)	300 dpi, 24 bit 300 dpi, 8 bit 300 dpi, Q=95 8 bit Normal+ Best quality (least

	Landsat 5 or 7		loss)
<b>Seismic data</b>	Raw and processed data	SEG Y SEG D SEG B	
	Navigation data	UKOOA P1/90 SPS	
	Processed sections	CGM+ format with line number	
<b>Petrophysical and geophysical log data</b>	Raw and processed wireline and MWD data	DLIS LIS LAS ASCII	As defined by latest Industry Standard
	Log plots < A1 in physical length at full scale	PDF	Normal+
	Log plots > A1 in physical length at full scale	PDF GEOTIFF (colour) JPEG (Georeferenced) GIF EPS	With scaling factor 300 dpi, 24 bit  300 dpi, 8 bit 300 dpi, Q=95 8 bit
<b>Down-hole velocity data</b>	Processed down-hole velocity data	SEG Y files	

+ PDF files should be created from the original plot file where possible and a scaling factor included for plots greater than 1143mm in length See Appendix 1 for guidance on creating PDF files.

# Where several related GIS files cover one project area, files should be submitted in a **zip file** containing all relevant files. ArcView project (.apr) and MapInfo project (.wor) files along with all related GIS files should be submitted in the **zip file**. Project files (.apr and .wor) should point to data sets on a relative path basis.

## 4.6 Naming of files

Files to be lodged in QDEX must avoid the following: -

- No full stops, quotes or non alphabetic characters e.g. this is an ***invalid*** file name geochemical.data" big one prospect" and drilling.pdf the recommended name would be geochem data big one prospect.pdf
- Best to keep files all in lower case and short

File names are assigned automatically by QDEX during the submission process. Where a report is to be submitted on portable media, via the off-line lodgement process, a list of the file names to be used will be provided as an attachment to an email at the completion of the on-line submission session. This file (named packing\_slipxxxxx.txt) **MUST** accompany the report as a separate file on the CD if you are using the off-line lodgement process in QDEX. You must rename all the files to conform to the naming convention defined in this "packing\_slip" before creating the CD and sending to the Department. If you choose to follow the on-line lodgement process this file is not necessary and file renaming is not required.

## 4.7 Sending the CD

If you are lodging the report via the offline option available in QDEX you will first need to complete the metadata record in QDEX and then copy the files, plus the “packing\_slip” automatically emailed to you by QDEX, onto a CD.

When the CD has been produced mail it to:

**Attention: Administration Officer – Exploration Reporting  
Tenures Support  
South East Region Mines  
PO Box 1475  
Coorparoo QLD 4151 Australia**

## 5 Copyright Statement

All reports **must** contain the following acknowledgement and warranty statement in the report or as an appendix to the report:

### ACKNOWLEDGEMENT AND WARRANTY

1. Subject to 2, the tenure holder acknowledges that this Report, including the material, information and data incorporated in it, has been made under the direction or control of the State of Queensland (the State) within the meaning of section 176 of the Copyright Act 1968 (Cwth).
2. To the extent that copyright in any material included in this Report is not owned by the State, the tenure holder warrants that it has the full legal right and authority to grant, and does hereby grant, to the State, subject to any confidentiality obligation undertaken by the State, the right to do (including to authorise any other person to do) any act in the copyright, including to:
  - use;
  - reproduce;
  - publish; and
  - Communicate in electronic form to the public, such material, including any data and information included in the material.
3. Without limiting the scope of 1 and 2 above, the tenure holder warrants that all relevant authorisations and consents have been obtained for all acts referred to in 1 and 2 above, to ensure that the doing of any of the acts is not unauthorised within the meaning of section 29(6) of the Copyright Act (Cwth).

## 6 Publication of reports and data

The Department may publish reports and data as follows:

- in a journal published by the department or under the Minister’s authority
- in another publication considered appropriate by the chief executive
- on the department’s web site on the internet
- in a publicly available database

- on a map that is made available to the public for inspection or purchase
- in digital or electronic form, including, for example, on a disc or tape
- by displaying it on a notice that is available to the public for inspection at:
  - the department's head office; and
  - other places the chief executive considers appropriate
- by telling it to another person or presenting it to the person in a visual form.

## **7 Reporting for Exploration Permits Mineral (EPM) and Coal (EPC) and Mineral development Licences (MDL)**

Section 141(1)(f) of the Mineral Resources Act states that the holder of an exploration permit :

*"must, when and in the way the Minister requires, give to the Minister— (i) progress, relinquishment and final reports, accompanied by maps, sections, charts and other data giving full particulars and results of the exploration program and investigations carried out on the area specified by the Minister, including details of costs incurred for specified periods within the term of the exploration permit"*

Section 194(1)(f)(i) imposes a similar condition on holders of Mineral Development Licences.

Separate requirements apply in relation to the notification and data lodgement for [Aerial Geophysical Surveys](#) - see below.

### Group Reporting

Reports for adjoining exploration tenures may (with Departmental approval) be combined into a single report where such tenures represent an integrated exploration project. In such cases where combined reporting is permitted, all tenure numbers must appear in the title.

For approval to be given, the Department requires a written request, stating tenures involved particular reasons and locality map. Group reporting will be approved after giving consideration to a number of the following reasons, eg grant dates, joint venture, number of EPM's and tenures are abutting each other (or no more than 5 sub-blocks or 10kms apart). All tenures must be granted tenures.

If approval is given for group reporting, then the Combined Annual must contain individual tenure information.

### **7.1 Type and Frequency of Reports**

Reports are required during the course of the exploration program and include

- Annual report
- partial relinquishment,
- expiry of tenure, and
- Surrender or cancellation of tenure.

Full technical reports complying with these requirements and detailing all of the exploration work carried out during the year, including results, must be submitted on an annual basis. All proposed future exploration must be outlined in the full technical reports if appropriate.

The compulsory final report submitted on the expiry or cancellation of the tenure must contain a technical summary of all exploration work conducted throughout the term of the tenure, and details of work undertaken during the last reporting period.

### **7.1.1 Twelve-Monthly Reports**

These must be submitted within one month of the end of the tenures anniversary date. The first annual report must contain a statement of exploration philosophy and objectives. Reports must contain full results of all exploration work carried out and must be accompanied by all relevant maps, sections, assay results, and other charts. Twelve-monthly reports remain confidential during the currency of the tenure or subsequent tenure (mineral development licences and/or mining leases) unless open filed in lieu of relinquishment reports at the company's request.

A detailed expenditure statement must be submitted separately when a twelve monthly report is submitted (see [Section 7.2](#) below).

### **7.1.2 Partial Relinquishment Reports**

As the number of sub-blocks in an exploration permit is progressively reduced a report for the areas relinquished is required. This report becomes non-confidential immediately upon acceptance by the department. These partial relinquishment reports are to be submitted within two months of the date of relinquishment. Partial relinquishment reports must contain full technical details of exploration carried out on the relinquished area, unless the holder allows all previous reports that contain relevant information to be put on open file. In this case, the relinquishment report must contain a technical summary of the work carried out and the reason for the relinquishment.

As relinquishment is generally at the end of a twelve-month period (after year 2), both a partial relinquishment report and a twelve monthly report will commonly be required. However, holders are encouraged to allow previously submitted twelve monthly reports to be placed on open file rather than prepare a separate partial relinquishment report, when this is appropriate.

### **7.1.3 Final Reports**

A final report is required within two months of the date the exploration permit is relinquished in full (surrendered), expires or is terminated. The report must contain a summary of the results of exploration during the whole of the period of tenure and an assessment of the results. Data and plans necessary for the understanding of the final report must be included. The combination of the report for the last twelve-monthly period and the final report is encouraged, provided that the requirements of each type of report are met.

In the case where subsequent tenure is applied for over part of the area, two reports are required; a final report for the area retained (to remain confidential), and a relinquishment report to final report standard for the area not retained which will become open file (non-confidential).

A detailed expenditure statement must be submitted separately when the final report is submitted (see [Section 7.2](#) below).

## **7.2 Expenditure Statement**

A detailed expenditure statement must be submitted **separately** when twelve monthly and final reports are submitted. The statement must itemise expenditure incurred during the period in accordance with the work program and expenditure commitments agreed to at the time of grant or renewal. The expenditure statement must **not** be included as part of the report. This statement will remain confidential and will not be stored in QDEX.

In the case of final reports, the expenditure statement must itemise expenditure for the whole life of the exploration permit, as well as for the last 12 months if combined with the last twelve-monthly report.

Departures from the proposed work program must be explained. Work for which an expenditure claim is made in this statement must be described in detail in the report.

Deposits, exploration permit rentals and legal costs are not allowable as exploration expenditure. Purchases of capital items are not allowable but an item for depreciation can be included. The normally acceptable level of "overheads" is 10 per cent of actual exploration costs. Purchase of multi-client geophysical data is allowable as exploration expenditure. Separate file of allowable expenditure is sent separately.

There are 3 possible methods for lodging this expenditure statement: -

1. Email to [DME.TenureReportAdmin@dme.qld.gov.au](mailto:DME.TenureReportAdmin@dme.qld.gov.au) or
2. Include as a separate component on your report being lodged either online or offline (i.e. separate file) as a very last component or
3. Mail to address below:

**Attention: Administration Officer – Exploration Reporting  
Tenures Support  
South East Region Mines  
PO Box 1475  
Coorparoo Qld Australia 4151**

### 7.2.1 Allowable expenditure items

Allowable expenditure items should be related to exploration work, i.e. activities which contribute to discovery and increase the level of knowledge and information of the geology and mineral resources of the land. These would include (as examples):

- drilling, trenching, costeaning, pitting
- geophysical and geochemical surveys
- data management and data interpretation
- administration costs (limited to 10% of total)

In addition, allowable expenditure includes costs of compliance with native title conditions attached to exploration permits granted pursuant to the Expedited Procedure of section 32 of the Commonwealth Native Title Act 1993 or granted pursuant to an Indigenous Land Use Agreement (ILUA) to which the State of Queensland is a party. Allowable costs are:

- provision of required information and notification to native title parties
- field inspections
- monitoring of ground breaking activities
- Administrative payment, compensation payment, inspection report payment, exploration liaison committee payment or access fee, specified in the relevant conditions or ILUA.
- Aboriginal cultural awareness training

It is recognised that other expenses are incurred in the course of conducting exploration, as the purpose of an expenditure commitment of a permit is to acquire new geoscientific and resource information. The following items are not allowable expenditure:

- rent including tenement rent
- government administration fees
- rehabilitation costs
- compensation to owners, as defined under the Mineral Resources Act 1989, for damage to improvements or loss of business
- compensation to landholders (including native title holders or claimants)
- costs relating to consultation and negotiation with native title parties, other than costs allowable under a native title agreement or condition as specified above

While native title costs of compliance and compensation are not considered as an allowable expenditure all Exploration Permit holders are requested to report this information so that these additional impacts are understood.

Example of a Statement of Expenditure:

EPM XXXX for Period Ending 27/12/XX	
Drilling	\$ 60,500.41
Geophysical Survey	\$ 93,419.05
Geochemical Sampling	\$ 40,205.44
ILUA Costs	\$ 6,025.00
SubTotal	<u>\$200,149.90</u>

Administration (10%)	\$ 20,014.99
TOTAL	<u>\$220,164.89</u>

Other native title costs (excluding allowable ILUA and Expedited Procedure costs) = \$29,777.

For any Statement of Expenditure and/or general exploration reporting queries please email as above or telephone (07) 3238 3823.

### **7.3 Presentation of Maps and Plans**

All maps, plans and illustrations must:-

- use standard scales (1:500, 1:1 000, 1:2 000, 1:10 000, 1:25 000, 1:50 000, 1:100 000);
- give an adequate legend, which must also show a reference including tenure number, tenure holder, and date;
- Show the MGA (**datum must be specified**) and sufficient base information (i.e. geographic features) to relate the map to standard topographic maps. Large-scale maps must show local topographic and cultural features (homesteads, mine workings, prospects, bores, roads, peaks, names of streams, datum points, drill sites). Prospect or anomaly survey grids on small scale maps must be clearly related to such identifiable features;
- show a north point (grid/true/magnetic north);
- show a graphic scale bar in metric units;
- use metric measurements throughout;
- have all rock units clearly annotated with industry standardised symbols and include a clear and comprehensive legend.
- An index map (1:50 000 or 1:100 000) must be included to show the relation of all plans to each other and the tenure boundary, and the location and boundaries of the various exploration activities that are included in the report.
- Plans and maps compiled from aerial photographs must state full details (eg. photo, run survey number etc.).
- In the event that any multi-client data used is protected by copyright laws that prevent inclusion of contour maps or imaged prints, a detailed interpretation plan must be submitted. Multi-client data are those which:-
  - are initiated as a non-exploration commercial enterprise;
  - are owned by a third party who has no exploration tenure; or
  - Result from a project advertised/marketed before flying as multi-client data.

On termination of tenure, any additional data including navigational data/location data (eg. photo mosaics with flight lines, aerial photos) may be required.

The results of down hole logging and supporting information are to be included with drilling data (See [Section 9.4.5.5 Drilling Data](#))

If contractor's reports giving the required details are to be submitted, these must be included as appendices to the report.

## 7.4 Report Contents

### 7.4.1 Title Page

All reports must include a **title page** containing the following information:-

- Report title with reference to:-
  - Exploration permit number(s)
  - Project name
  - Report type
  - Reporting period
- Author(s)
- Tenure holder
- Submitter of report
- Date of report {DD MMM YY} format.

**Reports for adjoining exploration tenures may (with Departmental approval) be combined into a single document where such tenures represent an integrated exploration project. In such cases where combined reporting is permitted, all tenure numbers must appear in the title.**

### 7.4.2 Contents list

A contents list should be included that shows the structure of the report and lists all figures, appendices, loose plans etc.

### 7.4.3 Summary or abstract

A summary or abstract must be provided, which indicates metals/minerals/deposit type sought, main methods used, areas of interest, results and conclusions.

### 7.4.4 Introduction

The following information must be provided in an introduction to the report:-

- Tenure information - including date of grant, term and other important dates, joint venture arrangements and tenure assignments (if any) etc.
- Blocks and sub-blocks included in the tenure.
- Location map at 1:100 000 or larger scale, showing Australian Map Grid (MGA) standard map sheet reference and major topographic and geographic features.
- A general description of the area and access.
- Exploration rationale, the program undertaken and the exploration methods used.
- Results of literature searches.

## 7.4.5 Body of report

### 7.4.5.1 Geological Data

Geological information including regional setting and results of geological mapping must be described. Geological maps must be clearly identified as either "fact" maps or "interpretative" maps. Data formats are defined in [Section 4.5](#) above.

- All geological maps must be line drawings with graphical and/or alphabetical symbols for rock units and must show geographic features, local grid lines and the MGA. **The datum must be specified.**
- Where a complicated system of abbreviations is used on geological "fact" maps, an index must be included in the report. **All maps must have a legend.**
- Geological information used on maps and in the text that is not the result of original work must be acknowledged.
- Petrological descriptions must be appended to the report and sample locations shown on appropriate plans (or listed in drilling logs) and/or indicated by local grid co-ordinates and MGA or latitudes and longitudes. **The datum must be specified.**

### 7.4.5.2 Geophysical Data

Data formats are defined in [Section 4.5](#) above.

- Geophysical data consists of three types:-
  - airborne surveys;
  - ground-based surveys; and
  - Down-hole surveys.
- Geophysical data comprises two types:-
  - located data (digital data); and
  - Interpreted results (written report).

Reports of geophysical surveys, including results and interpretations of all geophysical surveys, are to be included as part of the standard reports, and must include:-

- Reference to the lodgement of the proforma and digital data, including date of submission.
- An A4 or A3 plan showing the location of the survey (preferably on the standard 1:250 000 sheet).
- Flight lines, traverse lines and stations presented on maps showing:-
  - MGA (datum specified) and geographic features (this data must be located and numbered at a reasonable scale (preferably on standard 1:25 000, 1:100 000 or 1:250 000 sheets)); and
  - significant cultural features which may affect the results (eg. power lines).
- Specifications of the survey including type and date of survey and survey parameters. Airborne geophysical survey specifications must include contractor, date flown, line orientation, line spacing, tie line spacing, mean height of terrain clearance, parameters recorded, instruments used etc.

- Type and specification of all instruments/equipment used during the survey including:-
  - type, design, power, unit of measurement, accuracy and mode of recording data (i.e. analogue or digital); and
  - Any data recorded on terrain conditions, nature of ground, quality of electrical contacts, extent of drifts (these are provided so that another operator can extend or reinterpret the survey).
- A data acquisition report detailing the operations carried out and any processing.
- Text descriptions defining what constitutes an anomaly over background, and relating anomalies to geochemistry, geology and the results of drilling.
- Plans or sections showing processed data and interpretation at the same scales as the geological and geochemical plans.
- For ground geophysical surveys, located (or reduced basic) data, with adequate ties to MGA tabulated in appendices. **The datum must be specified.** (Located data and field data, which have been processed to the stage where physical parameter values have readily perceived geographical locations).
- Gravity data must include the station number, MGA co-ordinates (specify datum), AHD elevation, absolute observed gravity (specify datum), terrain correction, and must specify the methods and parameters used to calculate the Bouguer anomalies.

#### 7.4.5.3 Airborne Geophysical Digital Data

In addition to the above requirements for written reports, the located digital data for any airborne geophysical survey must be submitted separately to the Department within 1 year of completion of field acquisition (date flown) or on termination of tenure whichever is the sooner. Note that the time of lodgement of the digital data is independent of the fixed reporting periods for the exploration permit. Data formats are defined in [Section 4.5](#) above. The data is to be forwarded to:-

**The Director  
Geological Survey of Queensland  
Department of Mines and Energy  
Block A, Natural Resource Sciences  
80 Meiers Road, Indooroopilly QLD 4068**

##### 7.4.5.3.1 Confidentiality of Airborne Geophysical Digital Data

The located digital data and the coverage polygon for airborne geophysical surveys will become open file five years after the date flown, or on expiry, surrender or cancellation of exploration tenure, whichever is the sooner.

If data confidentiality is required beyond this period due to tenure renewal or other relevant reason, a request to extend the confidentiality period must be made to the Director Geological Survey of Queensland. (Reference - NR&M policy register Number 129)

#### 7.4.5.4 Geochemical Data

Geochemical surveys must be described in sufficient detail to allow them to be reproduced or reinterpreted. The following information must be provided:-

- Sample numbers and locations, and types of samples collected (rock chip, soil, stream sediment etc.), on maps showing relevant geographical features, grid coordinates and datum. Small scale plans for soil and rock chip traverses or grids must show topographic contours or the general gradient along traverses, and drainage lines, and must be related to any large scale map.
- Details of field sampling procedures for each sample type, such as material sampled, sample weight, depths of sampling, and sample type and soil horizon.
- Description of sample preparation, such as size fraction analysed, any concentration of samples (eg. magnetic fraction, panned concentrate, etc.).
- Details of analytical procedures, including:-
  - name of the analytical laboratory;
  - elements, oxides analysed;
  - extraction/digestion techniques; and
  - Analytical methods with limits of detection and precision.
- Methods used to determine anomalies and methods of statistical interpretation.
- Plans for each of the elements analysed with individual values plotted, showing any anomalies encountered, and relationships with geology and geophysical anomalies, where appropriate.
- Assay results, as appendices, in tables ensuring that sample numbers are cross-referenced, and with location co-ordinates. **The datum must be specified.**
- Storage location and the possibility of access to the samples at conclusion of the exploration program.

#### 7.4.5.5 Drilling Data

Description of drilling programs must include:-

- A tabulation of all holes drilled during the reporting period, showing the hole identification number, precise surface location (MGA reference), type and total depth and indicating applicable geophysical logs for each drill hole.
- Drill holes must also be shown on plans with geographical features with adequate ties into any local grid and MGA coordinates, with datum specified.
- Complete drill logs, in appendices containing:-
  - drill hole identification number referring to the drilling program;
  - drilling method (diamond, percussion, auger etc.), diameters of the hole, drill rig type, and drilling company;
  - commencement and completion dates;
  - length, RL and orientation at collar of the drill hole (declination, direction and results of any bore hole surveys);
  - detailed lithological log of the core, cuttings etc. in metric units and in full English text (i.e. not coded);
  - name of geologists responsible for the lithological logs; and
  - results of any geophysical logging and surveys, which must include:-
    - **description of the equipment and techniques used;**
    - the name of any contractor;

- a table of all boreholes drilled during the report period indicating particular geophysical logs, if any, in each borehole; and
- logs with progressive depths below ground level clearly marked (every log submitted must have clear header information including borehole name, prospect name, exploration permit number, date logged, and relevant operations parameter).
- Details including depth and lithology of any samples taken and full results of assays and testing of the samples (geochemical, petrological, geophysical, metallurgical etc.) in tabulated form.
- Where coal or oil shale analyses are reported, the report must include a location plan showing the bore holes sampled for each seam/horizon analysed.
- Graphical logs, if available, summarising the geological sequence intersected in each hole, including significant lode or seam intersections. These logs may be used to relate analyses to working coal or oil shale seam or lode sections.
- Graphic cross sections.
- Location and manner of access to core and cuttings etc.
- Additionally, specific information may be required about ground water and aquifers.

#### 7.4.5.6 Remote Sensing Data

- Interpretation from satellite, airborne or ground-based remote sensing data such as Landsat, airborne multispectral scanner (Geoscan), Hymap, SPOT, radar etc must be reported in the body of the text.
- Any non-copyright data or images must be submitted with a detailed description of each scene and the process used to produce each image. Images must have some means of locating the data on the ground relative to national grids, and specify the datum and projection.
- The processed data must be submitted as ER Mapper compatible data files. (See [Section 4.5 Other data types](#)).

#### 7.4.6 Resource Statements

Statements of any resources and reserves identified **must be included**. Statements must be in accordance with the *Australian Code for Reporting Identified Mineral Resources and Reserves* and the *Australasian Code for Reporting Identified Coal Resources and Ore Reserves* prepared by the Joint Committee of the Australasian Institute of Mining and Metallurgy, the Australian Institute of Geoscientists and Australian Mining Industry Council. A statement should be included indicating that the resources comply with this code.

#### 7.4.7 General

All reports should include a bibliography of other work, earlier reports cited etc. and appendices (data) as appropriate.

## 8 Reporting for Petroleum Authorities to Prospect (ATPs), Petroleum Leases and Related Authorities and Licences

The type and frequency of statutory requirements for reporting, data submission and operational notification for ATPs, Petroleum Leases and related Authorities and Licences are detailed in Chapter 2 Part 1 of both the Petroleum Regulation 2004 (for tenures under the Petroleum Act 1923) and the Petroleum and Gas (Production and Safety) Regulation 2004 for tenures under that Act. The provisions in each are essentially the same. What follows relates primarily to reports that are added to the QDEX database, although other reports may be required by the Regulations. **NOTE that what follows is simplified and abbreviated from the relevant sections of the Act and Regulation and is intended as a guide only.** If in any doubt as to meaning, refer to the legislation.

### Report types, lodgement requirements and open-filing

Authority shown is Petroleum and Gas Act 2004 and Petroleum and Gas (Production and Safety) Regulation 2004 in regular type, Petroleum Regulation 2004 (1923 Act) in *grey italics*

Report Type	Authority - Petroleum and Gas Act/Reg <i>(Petroleum Reg – 1923 Act)</i>	Lodgement Date	Open Filing Due Date
<a href="#">Well Completion Report</a>	s37 Reg <i>(s22)</i>	6mths from RR	Appraisal & Exploration Wells - 2yrs from lodgement due date Development Wells - 5yrs from lodgement due date
Daily Drilling Reports (Note: not entered into QDEX)	s36 Reg <i>(s21)</i>	5pm following working day	Appraisal & Exploration Wells - 2yrs from lodgement due date Development Wells - 5yrs from lodgement due date
<a href="#">Well Proposal Report</a>	s35 Reg; s31(2)(c)(ii) Act <i>(s20)</i>	Lodged with the Notice of Intention to Drill Form PA19A	5 yrs from lodgement due date
<b>Annual Reports</b> <a href="#">Authority to Prospect</a> <a href="#">Petroleum Lease</a> <a href="#">Data Acquisition Authority or Survey Licence</a> <a href="#">Water Monitoring Authority</a> <a href="#">Petroleum Facility Licence or Pipeline Licence</a>	s23 Reg; s552(1) Act <i>(s12)</i> s24 Reg ; s552(1) Act <i>(s13)</i> s25 Reg ; s552(1) Act s26 Reg ; s552(1) Act s27 Reg ; s552(1) Act	2mths from Anniversary date  2mths from Anniversary date  2mths from Anniversary date  2mths from Anniversary date	2yrs from last date of reported period  5 yrs from last date of reported period Immediately Immediately Immediately

<b>Relinquishment Reports</b> <a href="#">Authority to Prospect</a>	s20 Reg ; s545(1)(b) Act (s9)	6mths	Immediately
<a href="#">Petroleum Lease</a>	s21 Reg ; s545(1)(b) Act (s10)	6mths	Immediately
<a href="#">End of Tenure Report</a>	s22 Reg ; s546(1)(b) Act (s11)	6mths from expiry	Immediately
<b>Surrender Reports</b> <a href="#">Authority to Prospect</a> <a href="#">Petroleum Lease</a> <a href="#">Pipeline Licence</a>	(s14) s28 Reg; s576(2) Act s29 Reg; s576(2) Act	Accompany Surrender Applic. Accompany Surrender Applic. Accompany Surrender Applic.	Immediately Immediately Immediately
<a href="#">Well/Bore Abandonment Report</a>	s38 Reg (s23)	2mths from Plugged & Abandoned; or 6mths from RR	Appraisal & Exploration Wells - 2yrs from lodgement due date Development Wells - 5yrs from lodgement due date (ex. where on coal or oil shale mining tenement)
<a href="#">Seismic Survey Reports</a>	s39 Reg (s24)	12mths from Completion Date	2yrs from Lodgement Due Date
<a href="#">Scientific or Technical Survey Report</a>	s40 Reg (s25)	6mths	2yrs from Lodgement Due Date
<a href="#">Petroleum Production Report – Petroleum Lease</a>	s43 Reg (s28)	40 business days after 6mths period	6mths from last day of reported period
<a href="#">Petroleum Reserves Report</a> <a href="#">Petroleum Lease and Authority to Prospect</a>	s44 Reg (s29)	40 business days after 6mths period	6mths from last day of reported period
<a href="#">Production Testing Report</a>	s45 Reg (s30)	40 business days after 6mths period	ATP - 2yrs from last date of reported period Lease - 5 yrs from last date of reported period
<a href="#">Petroleum Transmission Report</a>	s46 Reg	20 business days after 6mths period	Immediately

## 8.1 Report Contents

All reports must contain the following sections with the body of the report containing the information as defined in sections 17.3 – 17.22 of this document which are relevant to the type of report

### **8.1.1 Title Page**

All reports must include a title page containing the following information:

Report title with reference to:

- Authority to Prospect number or PL or PPL
- Report type
- Reporting period
- Author(s)
- Tenure holder
- Submitter of report
- Date of report {DD MM YYYY} format

### **8.1.2 Contents list**

A contents list should be included that shows the structure of the report and lists all figures, appendices, loose plans etc.

### **8.1.3 Summary or abstract**

A summary or abstract must be provided, which indicates main methods used, areas of interest, results and conclusions.

### **8.1.4 Introduction**

The following information must be provided in an introduction to the report:

- Tenure information - including date of grant, term and other important dates, joint venture arrangements and tenure assignments (if any) etc.
- Blocks included in the tenure.
- Location map at 1:100 000 or larger scale, showing major topographic and geographic features.
- List Australian Map Grid (MGA) standard map sheet references for 1:100 000 and 1:250 000 maps.
- A general description of the area and access.
- Exploration rationale, the program undertaken and the exploration methods used.
- Results of literature searches.

### 8.1.5 Body of report

Report content is defined in sections 17.2 – 17.20 of this document. The various report types are listed below and will determine the type of information required to form the body of the report.

#### **ATP related reporting**

- [Annual reports](#)
- [Relinquishment reports](#)
- [Petroleum Reserves Report](#)
- [End of Tenure Reports](#)
- [Surrender Report](#) (only for tenure under 1923 act)

#### **Petroleum Lease related reporting**

- [Annual Reports](#)
- [Relinquishment reports](#)
- [Surrender Reports](#)
- [Petroleum Production report](#)
- [Petroleum Reserves Report](#)
- [End of Tenure Reports](#)

#### **Well or Bore related reporting**

- [Well Proposal Report](#)
- [Well Completion Reports](#)
- [Well or Bore Abandonment Reports](#)
- [Production Testing Report](#)
- [Water Monitoring Authorities](#)

#### **Seismic Survey Reporting**

- [Seismic Survey Reports and Data](#)
- [Reprocessing Seismic Survey data report](#)

#### **Pipeline Licence Reporting**

- [Annual Report](#)
- [Petroleum Transmission Reports](#)
- [Surrender Report](#)
- [Survey Licence – Annual Report](#)

#### **Other Reporting**

- [Data Acquisition Authority - Annual reports](#)
- [Petroleum Facility Licences Annual Report](#)
- [Scientific or Technical survey report](#)
- [Survey Licence](#) (End of tenure report only a 1 year licence)
- [Data Acquisition Authority](#) (End of tenure report only a 1 year licence)

### 8.1.6 Bibliography

All reports should include a bibliography of other work, earlier reports cited etc. and

## 8.1.7 Appendices

Include appendices as appropriate for the report type to provide the raw data or interpretations.

## 8.2 Report Types

The various report types are listed below.

### 8.2.1.1 Authorities To Prospect – Annual Reports

*(s23 Reg ; s552(1) Act)*

An ATP holder must, within 2 months of each of the ATP's anniversary dates, lodge an annual report for the previous 12 months. Annual reports for ATPs must contain the following information:

- the authorised activities carried out during the reporting period
- the status, on the last day of the reporting period, of each petroleum well or bore drilled under the authority since it took effect
- whether or not the work program for the authority was complied with during the reporting period, including details of, and reasons for, any failure to comply with the program
- a statement of the authorised activities proposed to be carried out under the authority for the next 12 month period
- an index of all reports lodged under the Act by the holder during the reporting period in relation to the authority
- the volume, or an estimate of the volume, of associated water, and other underground water, taken during the reporting period in the exercise of the underground water rights under the authority

Templates to assist provision of the submission of this data are available on the DME web site to download. The templates are in excel format, please complete and supply each of the worksheets (via QDEX) as separate tab delimited text files.

### 8.2.1.1.1 Expenditure Statement

An expenditure statement disclosing the expenditure incurred in relation to each authorised activity carried out under the authority during the reporting period statement must be lodged with, but be separate from, the rest of the annual report. The expenditure statement mentioned must separately itemise expenditure in relation to each of the following, as appropriate:

- drilling and completing a petroleum well or bore
- seismic surveying
- scientific or technical surveying
- technical evaluation and analysis
- operational and administrative expenses
- expenditure relating to a data acquisition authority related to the authority to prospect, itemised in relation to the matters mentioned above

The expenditure statement must **NOT** include expenditure relating to any of the following:

1. costs of obtaining background land tenure searches and assessments
2. cultural heritage survey costs
3. rent, fees and security paid under the Act in relation to the authority
4. legal costs
5. expenditure on capital items

Departures from the proposed work program should be explained in the expenditure statement. Work for which an expenditure claim is made must be described in detail in the report.

There are 3 possible methods for lodging this expenditure statement: -

1. Email to [DME.TenureReportAdmin@dme.qld.gov.au](mailto:DME.TenureReportAdmin@dme.qld.gov.au) or
2. Include as a separate component described as 'Expenditure Statement' on your report being lodged either online or offline (i.e. separate file) or
3. Mail to address below:

**Attention: Administration Officer - Exploration Reporting  
Tenures Support  
South East Region Mines  
PO Box 1475  
Coorparoo Qld Australia 4151**

### 8.2.1.2 Allowable Expenditure Items

Allowable expenditure items should be related to **exploration work**, i.e. activities which contribute to discovery and increase the level of knowledge and information of the geology and mineral resources of the land. These would include (as examples):

- Drilling, trenching, costeaning, pitting
- Geophysical and geochemical surveys
- Data management and data interpretation
- Administration costs (limited to 10% of total)

In addition, allowable expenditure includes costs of compliance with native title conditions attached to exploration permits granted pursuant to the Expedited Procedure of section 32 of the Commonwealth Native Title Act 1993 or granted pursuant to an Indigenous Land Use Agreement (ILUA) to which the State of Queensland is a party. **Allowable** costs are:

- Provision of required information and notification to native title parties
- Field inspections
- Monitoring of ground breaking activities
- Administrative payment, compensation payment, inspection report payment, exploration liaison committee payment or access fee, specified in the relevant conditions or ILUA
- Aboriginal cultural awareness training

It is recognised that other expenses are incurred in the course of conducting exploration, as the purpose of an expenditure commitment of a permit is to acquire new geoscientific and resource information. The following items are **not allowable** expenditure:

- Rent including tenement rent
- Government administration fees
- Rehabilitation costs
- Compensation to owners, as defined under the Mineral Resources Act 1989, for damage to improvements or loss of business
- Compensation to landholders (including native title holders or claimants)
- Costs relating to consultation and negotiation with native title parties, other than costs allowable under a native title agreement or condition as specified above

While native title costs of compliance and compensation are not considered as an allowable expenditure all Exploration Permit holders are requested to report this information so that these additional impacts are understood.

#### Example of a Statement of Expenditure

EPM XXXX for Period Ending 27/12/XX

Drilling	\$ 60,500.41
Geophysical Survey	\$ 93,419.05
Geochemical Sampling	\$ 40,205.44
ILUA Costs	\$ 6,025.00
Subtotal	<u>\$200,149.90</u>
Administration (10%)	\$ 20,014.99
<b>TOTAL</b>	<b><u>\$220,164.89</u></b>

Other native title costs (excluding allowable ILUA and Expedited Procedure costs) = \$29,777.

Statements of Expenditure can be emailed to [DME.TenureReportAdmin@dme.qld.gov.au](mailto:DME.TenureReportAdmin@dme.qld.gov.au) or posted to:

Administration Officer – Exploration Reporting  
Tenures Support  
South East Region Mines  
PO Box 1475  
Coorparoo QLD 4151

For any Statement of Expenditure and/or general exploration reporting queries please email as above or telephone (07) 3238 3823

### 8.2.1.3 Authorities to Prospect – Relinquishment Reports

*(s20 Reg ; s545(1)(b) Act)*

If part of the area of an ATP is relinquished its holder must, within 6 months, lodge a report containing the following:

- A description of the authorised activities for the tenure carried out in that part, and the results of activities
- Tenure information
- General area information
- The geological model of the relinquished part of the area of the authority, and an assessment of the potential for petroleum discovery in the area
- A summary of the results of all authorised activities carried out in the relinquished area since the authority took effect, and the conclusions drawn by the holder based on the results
- An index of all reports lodged, as required under the Act, in relation to the authorised activities carried out in the relinquished area
- Hazard information
- The volume of petroleum or water produced from each petroleum well in the relinquished area for each year since the authority took effect
- If a petroleum well in the relinquished area has produced petroleum from a coal seam since the authority took effect, all data or other information held by the holder that, in the holder's reasonable opinion, may help a person to identify in the future any remaining areas of potential free gas that may have been created by removing water from the seam and producing gas from it
- The reason the holder has relinquished the area

**Note:** For both ATP and Lease Relinquishment Reports:

*General area information* means:

- A location map showing the area of the petroleum tenure immediately before the relinquishment, and the relinquished part of the area of the tenure
- A map showing the location in the relinquished area of:

- Each petroleum well and bore drilled under the tenure, and
- Each seismic line used for a seismic survey carried out under the tenure
- A structure contour map showing the seismic horizons (seismic reflectors) in the relinquished area
- A map showing the leads and prospects in the relinquished area
- A general description of the topographical features of the previous tenure area and the relinquished area, including, for example, access to the areas.

*Tenure information* means:

- The day the petroleum tenure was granted
- The day the relinquishment takes effect
- The period of the work program or development plan, as applicable, for the tenure
- The blocks or sub-blocks comprising the relinquished part of the area of the tenure.

*Hazard information* means (also applies to Surrender Reports):

- A summary of all significant hazards to future safe and efficient mining of coal created under the tenure that, under section 690(1)(g) or 706 of the Act or under this regulation, are required to be reported;
- For each hazard mentioned in the summary, a reference to the report that contains details of the hazard
- For any other hazard, or potential hazard, created under the tenure to future safe and efficient mining of coal or oil shale in the area of the tenure:
  - the nature of the hazard or potential hazard
  - the way in which the hazard or potential hazard was created
  - the location of the hazard or potential hazard
  - Measures taken to prevent or reduce the hazard or potential hazard to mitigate its effects.

#### **8.2.1.4 Authority to Prospect – Surrender Reports**

*(s14 1923 Act Reg)*

Surrender reports for ATPs must contain each of the following:

- Tenure information
- General area information
- The geological model of the surrendered part of the area of the authority and an assessment of the potential for petroleum discovery in the area
- A summary of the results of all authorised activities for the authority carried out in the surrendered area since the authority took effect and the conclusions drawn by the holder based on the results
- An index of all reports lodged, as required under the Act, in relation to the authorised activities carried out in the surrendered area
- Hazard information
- Information about the volume and location of all petroleum and water produced under the authority from natural underground reservoirs in the surrendered area since the authority took effect
- If a well in the surrendered area has produced petroleum from a coal seam since the authority took effect, all data or other information held by the holder that, in the holder's reasonable opinion, may help a person to identify in the future any

remaining areas of potential free gas that may have been created by removing water from the seam and producing gas from it

- The reason the holder has applied to surrender the part of the area of the authority.

**Note:** for ATP Surrender Reports:

*General area information* means:

- A location map showing the area of the authority to prospect immediately before the surrender, and the surrendered area
- A map showing the location in the surrendered area of each well and bore drilled under the authority, and each seismic line used for a seismic survey carried out under the authority
- A structure contour map showing the seismic horizons (seismic reflectors) in the surrendered area
- A map showing the leads and prospects in the surrendered area
- A general description of the topographical features of the previous tenure area and the surrendered area, including, for example, access to the areas.

*Tenure information* means:

- The last day of the current term of the authority
- The period of the work program for the authority
- The blocks or sub-blocks comprising the surrendered area.

### 8.2.1.5 Petroleum Lease – Annual Reports

*(s24 Reg ; s552(1) Act)*

A Petroleum Lease holder must, within 2 months of each of the Lease's anniversary dates, lodge an annual report for the previous 12 months. Annual reports for Petroleum Leases must contain the following:

- The authorised activities for the lease carried out during the reporting period
- The status, on the last day of the reporting period, of each petroleum well or bore drilled under the lease since it took effect
- Whether or not the development plan for the lease was complied with during the reporting period, including details of, and reasons for, any failure to comply with the plan
- A statement of the authorised activities proposed to be carried out under the lease for the next 12 month period
- An index of all reports lodged under the Act by the holder during the reporting period in relation to the lease
- The volume of associated water, and other underground water, taken from each natural underground reservoir during the reporting period in exercising the underground water rights under the lease
- The volume of petroleum produced under the lease from each natural underground reservoir during the reporting period
- The holder's analysis of how this volume relates to any requirement stated in the development plan for the lease about the volume of petroleum to be produced under the lease
- The volume of a prescribed storage gas recovered under the lease from each natural underground reservoir during the reporting period

- The volume of petroleum in a gaseous state produced under the lease that was flared or vented during the reporting period
- The volume of petroleum that was used under the lease for carrying out authorised activities during the reporting period
- The volume of petroleum or a prescribed storage gas that was injected into a natural underground reservoir for storage under the lease during the reporting period

An expenditure statement disclosing the total capital expenditure and the total operating expenditure in relation to authorised activities carried out under the lease during the reporting period must be lodged with, but be separate from, the rest of the annual report ([see section 8.2.1.1.1 above](#))

### **8.2.1.6 Petroleum Lease – Relinquishment Reports**

*(s21 Reg ; s545(1)(b) Act)*

If part of the area of a Petroleum Lease is relinquished its holder must, within 6 months, lodge a report containing the following:

- A description of the authorised activities for the tenure carried out in that part, and the results of activities
- Tenure information
- General area information
- If petroleum or a prescribed storage gas has been stored in a natural underground reservoir in the relinquished part of the area of the lease since the lease took effect, the methods used to store petroleum or gas in, or produce it from, the reservoir
- The volume and type of prescribed storage gases stored in each natural underground reservoir in the relinquished area when the relinquishment takes effect
- The volume of petroleum or gas stored in natural underground reservoirs in the relinquished area since the lease took effect
- The geological model of the natural underground reservoirs in the relinquished area
- The extraction methods used to produce petroleum or gas in the relinquished area under the lease
- The volume of petroleum or water produced under the lease from each petroleum well in the relinquished area for each year since the lease took effect
- A summary of the results of all authorised carried out in the relinquished area since the lease took effect and the conclusions drawn by the holder based on the results
- An index of all reports lodged, as required under the Act, in relation to the authorized activities carried out in the relinquished area
- Hazard information
- If a petroleum well in the relinquished area has produced petroleum from a coal seam since the lease took effect, all data or other information held by the holder that, in the holder's reasonable opinion, may help a person to identify in the future any remaining areas of potential free gas that may have been created by removing water from the seam and producing gas from it
- The reason the holder has relinquished the area.

### 8.2.1.7 Petroleum Lease – Surrender Reports

(s28 Reg ; s576(2) Act)

Surrender reports for petroleum leases must contain the following:

- The date the lease was granted
- A description of, and map showing, the area of the surrendered area under the lease, including access to the area
- A description of the methods used to produce or recover petroleum or a prescribed storage gas from, or store petroleum or gas in, natural underground reservoirs in the surrendered area
- The volume of petroleum produced, and the volume of prescribed storage gases recovered, from each natural underground reservoir in the surrendered area for each year since the lease took effect
- The volume of petroleum or gas stored in natural underground reservoirs in the surrendered area when the surrender takes effect
- A description of the geological features of the natural underground reservoirs in the surrendered area from which petroleum was produced, or a prescribed storage gas recovered, under the lease, or in which petroleum or gas was stored
- An index of all reports lodged, as required under the Act, in relation to the authorised activities carried out in the surrendered area
- Hazard information
- If a petroleum well in the surrendered area has produced petroleum from a coal seam since the lease took effect, all data or other information held by the holder that, in the holder's reasonable opinion, may help a person to identify in the future any remaining areas of potential free gas that may have been created by removing water from the seam and producing gas from it
- A map showing the location in the surrendered area of each petroleum well and bore drilled under the lease, and each seismic line used for a seismic survey carried out under the lease
- Structure contour maps of the seismic horizons (seismic reflectors) in the surrendered area;
- A map showing the leads and prospects in the surrendered area
- The reason the holder has applied to surrender the part of the area of the lease.

### 8.2.1.8 Petroleum Lease – Petroleum Production Report

(s43 Reg)

A petroleum lease holder must, within 40 business days after the last day of a 6 month period for the lease (1 January – 30 June; 1 July – 31 December), lodge a petroleum production report for the period. The report must contain the following:

- The number of the lease
- An identification of each natural underground reservoir and the reservoir formation (or geological unit) from which petroleum was produced under the lease during the period

- Each of the following for the 6 month period:
  - The volume of each petroleum product derived from petroleum produced from each natural underground reservoir within the area of the lease
  - The volume of petroleum produced under the lease that was flared or vented in a gaseous state
  - The volume of petroleum produced under the lease that was used to produce petroleum
  - The volume, or an estimate of the volume, of associated water taken under the lease from each natural underground reservoir
- The volumes of petroleum mentioned above for the period starting on the day petroleum was first produced under the lease and ending on the last day of the 6 month period
- The volume or estimate of water mentioned above for the period starting on the day associated water was first taken under the lease and ending on the last day of the 6 month period
- For each natural underground reservoir from which petroleum is produced under the lease, the number of petroleum wells producing petroleum under the lease from the reservoir
- For each tenure, it is desirable that cumulative production figures for the field(s) be provided

For each petroleum well drilled for the purpose of producing coal seam gas within the area of the lease, each of the following for associated water taken from the well under the lease during the 6 month period:

- The volume, or an estimate of the volume, of water taken
- The pH of the water on each day during the period on which it was measured
- The measurements taken of total dissolved solids (mg/l) in, and the electrical conductivity of, the water during the period

**NOTE:** The volumes above must be stated in megalitres for water, LPG, condensate, crude oil and any other liquid, or millions of cubic metres for gas.

Templates to assist provision of the production data are available on the DME web site to download. The templates are in excel format, please complete and supply each of the worksheets (via QDEX) as separate tab delimited text files.

### 8.2.1.9 Petroleum Reserves Report

(s44 Reg)

If there are proved and probable reserves of petroleum within the area of a petroleum ATP or Lease, the tenure holder must, within 40 business days after the last day of a 6 month period for the tenure, lodge a petroleum reserves report for the tenure for the period.

The report must contain the following:

- The type and number of the petroleum tenure
- An identification of each natural underground reservoir in which there were proved and probable reserves of petroleum during the period
- The volume of the proved and probable reserves of petroleum in each natural underground reservoir within the area of the tenure worked out on the first day and last day of the period.

Templates to assist provision of the reserves data are available on the DME web site to download. The templates are in excel format, please complete and supply each of the worksheets (via QDEX) as separate tab delimited text files.

### 8.2.1.10 End of Tenure Reports

(s22 Reg ; s546(1)(b) Act)

If a petroleum tenure ends (petroleum tenure is defined as an authority to prospect or a petroleum lease) the person who held the tenure immediately before it ended must, within 6 months, lodge a report including the following:

- A summary of all authorised activities for the tenure that have been carried out since it took effect
- A summary of the results of the activities
- An index of all reports lodged, as required under the Act, in relation to the activities
- A summary of all significant hazards created to future safe and efficient mining that are required to be reported under the Act or Regulation
- For each hazard mentioned in the summary a reference to the report that contains details of the hazard
- Information about the amount and location of all petroleum and water produced from the area of the tenure
- Any information related to information that may help the understanding of the amount and location of any remaining petroleum (including areas of 'free gas') and water from reservoirs produced
- Any information required to be reported under the Act that has not been previously reported
- Any other information prescribed under a regulation that has not already been included in a relinquishment report or surrender report lodged for the tenure.

### 8.2.1.11 Well Proposal Reports

(s35 Reg; s31(2)(c)(ii) Act)

A well proposal report is required to accompany a notice of intention to drill a petroleum well, and must contain each of the following:

- a description of, and map showing, the location of the proposed petroleum well within the area of the petroleum tenure
- a geological summary of the area
- a description of the type, and an estimate of the volume, of the potential resources of the target natural underground reservoir
- in relation to the drilling proposed to be carried out for the well, each of the following:
  - the predicted stratigraphy of the proposed location of the well
  - **the holder's plan for taking samples and cores during the drilling of the well**
  - the types of drill bits and drilling fluids to be used
  - details of the casing proposed to be used in the well, the intervals proposed to be cased and the specifications of the cement proposed to be used
  - the testing for the presence of petroleum to be carried out by the holder

- a time-depth curve showing the anticipated depth in metres to be drilled in relation to time

### **8.2.1.12 Well Completion Reports**

*(s37 Reg)*

A Well Completion Report must be submitted not later than 6 months after the rig release date for the well. The report must contain the following:

- the type and number of the petroleum tenure
- the name, and postal address, of the operator of the well
- the identifying name of the well
- a well card for the well (a summary of the information about the well in the report)
- a map showing the location of the well
- a geological summary of the area of the tenure
- the ground level and kelly bushing level in metres for the well
- the total depth in metres of the well
- the following dates:
  - the day the drilling of the well started
  - the day the total depth of the well was reached
  - the rig release day for the well
- details of the drilling rig, the number and type of drill bits, and the drilling fluids, used to drill the well
- the status of the well on the rig release date
- the surveyed path of the well
- details of the casing and equipment installed in the well, with a diagram showing their location in the well
- the type of any perforations in the well and the depth in metres of the top and bottom of the perforated intervals
- details of the cementing in the well, including its location, the type of cement used and the depth in metres of the top and bottom of each cemented interval
- a description of all tests or surveys carried out for the purpose of drilling the well
- a geological interpretation of the well, including the stratigraphy of the rock units it intersects
- an identification of the intervals in the well that have the potential to produce petroleum
- an assessment of:
  - the relevance of the well to the hydrocarbon potential within the vicinity of the well; and
  - the implications of the well for the future management of the natural underground reservoir to which the well relates
- a description of each geological sample taken during the drilling of the well, including the depth in metres at which the sample was taken. Examples of geological samples are: cuttings, sidewall cores and conventional cores
- an interpretation of the data obtained from the geophysical (or wireline) logs that have been run in the well
- For a directional well, the report must also state the position of each of the following:
  - the stratigraphic units intersected by the well; and

- the bottom of the well
- Any intersection of the well with another petroleum well
- The position must be expressed in relation to:
  - total vertical depth in metres; and
  - the horizontal plane.

The report must be accompanied by each of the following:

- a digital image of the cores taken during the drilling of the well
- the raw data, in digital form, of each geophysical (or wire line) log that has been run in the well
- a digital image of the graphic representations of the raw data mentioned in (b).

Also, if the well is plugged and abandoned before the rig release day for the well, the report must be accompanied by a well abandonment report for the well.

### **8.2.1.13 Well or Bore Abandonment Reports**

*(s38 Reg)*

If a petroleum well or bore (hereafter well) is plugged and abandoned, the petroleum authority holder must lodge a well or bore abandonment report. For a well that is plugged or abandoned before the rig release date, the report must be submitted with the well completion report; otherwise the report must be submitted not later than 2 months after the completion date.

The report must contain the following:

- On the first page, the following details:
  - the type and number of the relevant petroleum authority
  - the identifying name of the well
  - the name of the author of the report
  - the name of the authority holder
  - the name of the operator of the well
  - the name of the person submitting the report
  - the date of the report, in day-month-year format
- A summary and history of the well, including a location map and, for a petroleum well, the date on which a well completion report for the well was lodged
- The following details about the well:
  - its total depth in metres
  - the position at the top and bottom, and the thickness, of a coal seam, a natural underground reservoir or an aquifer intersected by the well. For a directional well, this should be in relation to the total vertical depth in metres, and the horizontal plane. Otherwise, the depth in metres.
  - the depth in metres of any perforations in the casing of the well
  - the type of drilling rig used to drill the well
- If stimulation of a coal seam was carried out in the well under the relevant petroleum authority, the following information is required:
  - the depth in metres of the top and bottom of the interval over which the stimulation was carried out
  - a description of the equipment used to carry out the stimulation
  - for the interval stimulated, a graphic representation of each of the following:

- casing pressure with time
  - calculated bottom hole pressure with time
  - slurry rate with time
  - propane concentration with time
  - calculated bottom hole concentration with time
- any record made about the stimulation by the person who carried it out
- any other details about the stimulation that would assist a person in making a future assessment of its impact on the coal seam and any increased risk to safe and efficient mining of coal.
- All surveys and measurements made in the well, including any detailed interpretation of a survey or measurement;
- In relation to the completion or abandonment of the well, the following:
  - details of the casing and equipment installed in the well, with diagrams showing the major dimensions and features of the casing and equipment
  - a full description of all equipment, including prescribed equipment, that is retained in the well, including the size and nature of the equipment and any features of the equipment that may cause a hazard to coal mining operations, e.g. aluminum, electronics or batteries
  - the surveyed location of any prescribed equipment;
  - the method of the cementing operations carried out in or on the well, including the location and type of plugs, the intervals covered, the volume and type of cement used, any losses of cement due to voids or permeable strata, and the methods used to overcome losses of cement
  - the method, materials and volume of cement used to cement voids
  - a description of any other abandonment procedures used for the well
  - any other details of the activities undertaken in drilling, completing and plugging and abandoning the well, including an assessment of their possible impacts, that would assist a person in making an assessment of potential risks to safe and efficient mining of coal

### **8.2.1.14 Production testing report**

*(s45 Reg)*

If production testing for a petroleum well is carried out under a petroleum ATP or Lease, the tenure holder must, within 40 business days after the last day of a relevant testing period, lodge a production testing report for the period. The relevant testing period is the period starting on the day production testing starts, and ending on the earlier of 30 days from the day testing first started; or the day testing ends. If the production testing is carried out for more than 30 days with the Minister's approval, the period starting on the 31st day of testing and ending on the day the testing ends.

The report must contain the following:

- The type and number of the tenure
- The identifying name of the petroleum well
- An identification of each natural underground reservoir and the reservoir formation (or geological unit) from which petroleum was produced as part of the production testing
- The duration of the production testing carried out during the period

- The type of any perforations in the well and the depth in metres of the top and bottom of the perforated intervals
- The volumes, or estimates of the volumes, of gas, oil and water produced from the testing during the period
- The choke size used for the well
- The density of any oil produced from the testing during the period, measured using the American Petroleum Institute's scale of measuring the specific gravity of oil, commonly known as the 'API gravity' of the oil
- The pressure in the well, measured during the period, at which petroleum cannot escape from the wellhead for the well, commonly known as the 'shut-in pressure' of the well.

#### **8.2.1.15 Water Monitoring Authority**

*(s26 Reg ; s552(1) Act)*

A holder of a Water Monitoring Authority must, within 2 months of each of the Authority's anniversary dates, lodge an annual report for the previous 12 months. An annual report for a Water Monitoring Authority must contain the following:

- The authorised activities for the authority carried out during the reporting period
- A statement of the authorised activities proposed to be carried out under the authority for the next 12 month period
- An index of all reports lodged under the Act by the holder during the reporting period in relation to the authority.

#### **8.2.1.16 Seismic Survey Reports and Data**

*(s39 Reg)*

A report is required if a holder of a petroleum tenure:

- (a) carries out a seismic survey of the area of the tenure; or
- (b) reprocesses raw data obtained from a previous survey they have carried out

The tenure holder must, not later than 12 months after the completion date for the survey, lodge a report for the survey. The report must contain the following:

- a description of the location of the area surveyed
- a geological summary of the area surveyed
- an index of previous seismic surveys carried out under the tenure within the area and a summary of the results of the surveys
- the objectives of the survey
- the activities carried out for the survey, including, for example, details of the seismic lines used and the days on which the activities were carried out
- a description of each method used to acquire raw data, including:
- the equipment used for positioning, surveying, navigation or other purposes; and
- the techniques and equipment used for recording and testing the data
- a description of how the raw data was processed or reprocessed

- an evaluation of the processed or reprocessed data, including an interpretation of the seismic horizons (seismic reflectors) and any leads or prospects identified from the data
- a map showing the location of the seismic lines used for the survey
- if the report is not accompanied by grid files for the area
- surveyed in digital form:
  - structure contour maps of seismic horizons (seismic reflectors) in the area surveyed; and
  - maps of the area showing variations in the thickness of stratigraphic units (isopach maps).

The report must be accompanied by each of the following in digital form:

- the raw data obtained in relation to the survey and the record made as the data was recorded (commonly known as the 'observer's logs')
- a list of the seismic lines used and the range of the numbered stations on each line
- the surveyed location, including the elevation, of each seismic source and receiver point
- the processed or reprocessed data derived from each seismic line used for the survey
- a graphical representation of these data; and
- if an activity for the survey was carried out by a contractor of the tenure holder, a copy of any report given to the holder by the contractor in relation to the activity.

**Note: Grid file**, for an area, means a representation, on a close-spaced, regular grid, of an interpretation of time and depth to seismic horizons (seismic reflectors).

**Data formats for seismic survey digital data are given in the table in [section 4.5](#) above.** If file size precludes the use of CD-ROM, other appropriate media may be used, (prefer DVD or IBM 3590 tapes for seismic data).

#### **8.2.1.17 Petroleum Facility Licence or Pipeline Licence – Annual Reports**

*(s27 Reg ; s552(1) Act)*

A holder of one of these licenses must, within 2 months of each of the license's anniversary dates, lodge an annual report for the previous 12 months. An annual report for a petroleum facility license or pipeline license must contain the following:

- The authorised activities for the license carried out during the reporting period
- A statement of the authorised activities proposed to be carried out under the license for the next 12 month period.

### 8.2.1.18 Petroleum transmission report

(s46 Reg)

The holder of a pipeline license for a transmission pipeline must, within 20 business days after the last day of each 6 month period for the license, lodge a petroleum transmission report for the period. The report must contain the following:

- The type and volume of any petroleum component transported through the pipeline during the period
- For an impurity, including, for example, carbon dioxide or inert gases, transported through the pipeline during the period:
  - The volume of the impurity; or
  - The volume by weight of the impurity; or
  - The concentration by volume of the impurity in the petroleum component.

Petroleum component means:

- Butane
- Condensate
- Crude oil
- Ethane
- LPG
- Propane
- A prescribed storage gas
- Processed natural gas
- A substance or gas prescribed under section 5 of the Regulation to be petroleum
- A substance prescribed under section 402(1) of the Act.

### 8.2.1.19 Pipeline Licence – Surrender Reports

(s29 Reg ; s576(2) Act)

A report to accompany a surrender application for all or part of the area of a pipeline license **must** contain the following:

- A summary of the methods used to decommission the pipeline
- The date the license was granted, its term, a description of the area that is the subject of the application, and a description of, and map showing, the location of the pipeline in the surrendered area, including access to the pipeline.

#### 8.2.1.19.1 Data Acquisition Authority, Survey License for pipeline or Petroleum Facility

(s25 Reg ; s552(1) Act)

A holder of one of the above must, within 2 months of each of the Authority or License's anniversary dates, lodge an annual report for the previous 12 months. An annual report for a Data Acquisition Authority or Survey License must contain the following:

The authorised activities for the authority or license carried out during the reporting period  
An index of all reports lodged under the Act by the holder during the reporting period in relation to the authority or license.

### 8.2.1.20 Other Scientific and Technical Survey Reports (s40 Reg)

A report is required if the holder of a petroleum tenure:

- carries out a scientific or technical survey of the area of the tenure
- reprocesses raw data obtained from a survey they have previously carried out

The tenure holder must, not later than 6 months after the completion day for the survey, lodge a report for the survey. The report must contain each of the following:

- a description of the location of the area surveyed
- a geological summary of the area surveyed
- the type of survey carried out
- an index of previous surveys of the same type carried out under the tenure within the area
- the objectives of the survey
- the activities carried out for the survey, including, for example, the days on which the activities were carried out
- the methods and equipment used for acquiring and processing, or reprocessing, data
- an interpretation of the processed or reprocessed data derived from the survey
- a map showing the location of:
  - the area surveyed; and
  - Where any measurements were made or samples were taken in connection with the survey.

The report must be accompanied by each of the following in digital form:

- the raw data obtained in relation to the survey;
- the processed or reprocessed data derived from the survey.

Data formats for scientific and technical survey digital data are given in the table in [section 4.5](#) above.

## 9 Obligation to lodge Annual Reports for Coal MLs

*Mineral Resources Act 1989*

### 9.1.1.1 Obligation to lodge annual reports

(1) It is a condition of each coal or oil shale mining lease that its holder must, within 2 months after each of its anniversary days, lodge a report that

(a) States details of each of the following for the 12 months that ended on its last anniversary day

- (i) The amount and location of coal seam gas mined;
- (ii) The amount of each designated CSG product mined;
- (iii) The percentage of methane in each designated CSG product mined;

- (iv) The amount and location of each other mineral mined;
  - (v) For each mineral mentioned in subparagraphs (i) and (ii)
    - (A) The amount sold; and
    - (B) The amount disposed of other than by sale; and
    - (C) Each method of disposal other than sale; and
    - (D) The amount disposed of under each other method; and
  - (vi) Whether there was any subsidence and, if there was any, its nature; and
  - (b) If the report states there was subsidence, includes a plan showing its extent; and
  - (c) Includes a plan of the mine working envelope for the mining lease; and
  - (d) Details the coal seam gas mined or proposed to be mined within the mine working envelope; and
  - (e) Includes other information prescribed under a regulation.
- (2) If the mining lease ends, its former holder must lodge a report for the period from the last anniversary day for the lease to when it ended that gives the information mentioned in subsection (1).

Maximum penalty-150 penalty units.

- (3) A report under this section must be lodged at
- (a) The office of the department for lodging the report, as stated in a gazette notice by the chief executive; or
  - (b) If no office is gazetted under paragraph (a)-the office of the chief executive.
- (4) In this section –
- Anniversary day*, for a mining lease, means each day that is the anniversary of the day the mining lease took effect.

*Mine working envelope* means land that covers any of the following or is needed for post-production activities

- (a) past mine workings;
- (b) Current mine workings;
- (c) Mine workings scheduled to be mined within the next 5 years;
- (d) Authorised activities for the mining lease associated with the processing, transportation, storage and use of the coal seam gas produced.

Compliance with obligation to negotiate with petroleum lease applicant

If the obligation under the Petroleum and Gas (Production and Safety) Act, section 349,<sup>162</sup> applies to a coal mining lease holder or an oil shale mining lease holder, it is a condition of the mining lease that the holder must comply with the obligation.

### 9.1.1.2 Relinquishment report

- (1) This section applies if under a relinquishment condition, a coal mining lease holder or an oil shale mining lease holder relinquishes part of the area of the lease.
- (2) The notice making the relinquishment must be accompanied by a report -
  - (a) Describing -

- (i) The authorised activities for the mining lease carried out in the part; and
  - (ii) The results of the activities; and
- (b) Giving other information prescribed under a regulation. Maximum penalty-150 penalty units.
- (3) The mining lease holder must give a copy of the report to –
- (a) the relevant authority to prospect holder; and
  - (b) anyone who has a current application for a petroleum lease for the part.
- Maximum penalty-150 penalty units.

### **9.1.1.3 Surrender report**

If a coal mining lease holder or an oil shale mining lease holder makes a surrender application mentioned in section 318EG, <sup>163</sup> it is a condition of the mining lease that the application is accompanied by a report -

- (a) Describing -
    - (i) The authorised activities for the lease carried out on the land to which the notice relates; and
    - (ii) The results of the activities; and
  - (b) Giving other information prescribed under a regulation.
- Maximum penalty -150 penalty units.